6) To show or hide a command assigned to a toolbar, select or clear the checkbox next to its icon in the *Assigned Commands* list.

7) To insert a separator, use the command in the **Insert** drop-down under *Customize* at the bottom right.

8) To rename a toolbar item, select it in the *Assigned Commands* list and choose **Rename** from the *Modify* drop-down.

9) Use the **Reset** button to reset Calc's toolbar configuration to the default settings.

10) When you have finished making all your changes, click **OK** to save them.

Creating a new toolbar

To create a new toolbar:

1) Choose **Tools > Customize** on the Menu bar.

2) On the *Toolbars* tab of the Customize dialog, click the button next to the *Target* field and select **Add** from the drop-down list, to display the Name dialog.

3) On the Name dialog, type the new toolbar's name and choose from the *Save In* drop-down list where to save this new toolbar – for Calc or for the open document.

The new toolbar now appears on the list of toolbars in the Customize dialog.

To add commands to the new toolbar, follow the instructions earlier for modifying a toolbar.

Choosing icons for toolbar commands

Toolbar buttons can be displayed with **Icon only**, **Text only**, or **Icon and text**. This selection is made through the menu that drops down from the button to the right of the *Target* field. However, not all of the commands have associated icons.

To choose an icon for a command, select the command and click **Modify > Change Icon**. On the Change Icon dialog (Figure 500), scroll through the available icons, select one, and click **OK** to assign it to the command.
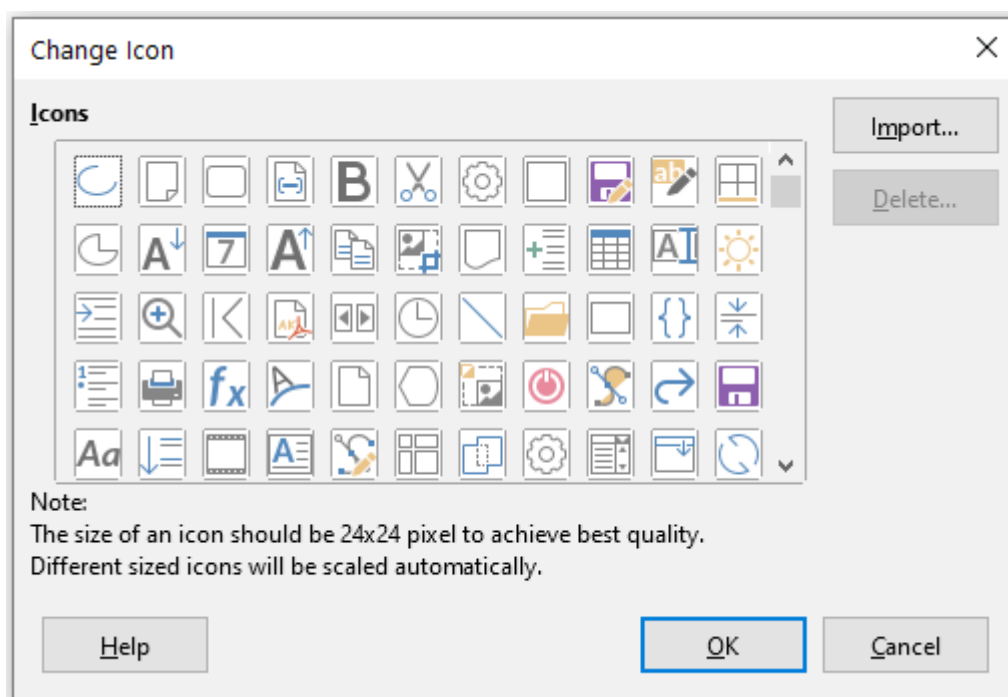

Figure 500: Change Icon dialog